**Teaching Development Fund Application Form**

The TEACHING CENTRE invites all faculty members to apply for financial support of up to $5000 for projects to **enhance teaching effectiveness**. Projects can be on any aspect of teaching, learning, and evaluation.

**IMPORTANT!** Once you have completed the form, be sure to email the completed form to the Teaching Centre (teachingcentre@uleth.ca)

NOTE: *Any equipment, software, supplies, or materials purchased through this fund* are the *property of the Teaching Centre* and will be used to support future projects.

**Project Title:** provide a title for your project

**Applicants**

*Applicants who qualify* for this award will be *tenured, have a tenure track position, three year term or continuing contract.*

During the application review process, you may be contacted by Teaching Centre for clarification on aspects of your application.  
  
If you have a concern with this form please contact the [Teaching Centre](mailto:teachingcentre@uleth.ca?subject=Teaching%20Development%20Fund%20Questions)

**-- \*Principal Applicant --**

**Name:   
Position:**  
**Faculty:  
Department:**

*Previous recipient of Teaching Development Fund grants? Yes or No*

**-- Other Applicants --**

**Name:**  
**Position:**  
**Faculty:  
Department:**  
  
*Previous recipient of Teaching Development Fund grants? Yes or No*

**Name:**   
**Position:  
Faculty:   
Department:**

*Previous recipient of Teaching Development Fund grants? Yes or No*

**Name:  
Position:**  
**Faculty:**  
**Department:**  
  
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**Name:  
Position:**  
**Faculty:**  
**Department:**  
  
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**\*Project Overview**

**In the space provided, present an overview of the project.** (max 1700 characters, approx. 250 words)

**\*Objectives**

**List the major objectives and/or desired outcomes of the project. Clear objectives regarding the enhancement of teaching and learning must be explicitly described**. (max 1700 characters, approx. 250 words)

**\*Project Description**

**Provide a detailed description of the proposed project including any supporting literature.** (max 3400 characters, approx. 500 words)

**\*Project References**

**Please include any references that are pertinent to your project.** (max 3400 characters, approx. 500 words)

**Rationale**

**\*How is this project innovative/creative relative to the problem addressed by the project?**

(max 1700 characters, approx. 250 words)

**\*Describe the potential for enduring benefits to the improvement of your teaching:**

(max 1700 characters, approx. 250 words)

**\*Describe the potential for enduring benefits to the improvement of teaching and learning for the broader university teaching community:**

(max 1700 characters, approx. 250 words)

**\*Describe how you will know that this project has been successful and met the objectives stated above.**  (max 1700 characters, approx. 250 words)

**Dissemination Strategies**

Because the mission of the Teaching Centre is to advance and enhance teaching and learning strategies and effectiveness, the usefulness of the Teaching Development projects beyond the benefit of the award recipients is an important Teaching Centre goal.

\* **What format(s) might be utilized in the dissemination of materials emanating from this project?** (i.e., newsletter, workshop, conference presentation, etc.,) - (max 1700 characters, approx. 250 words)

**Budget**

Provide a detailed budget for this project up to a **MAXIMUM OF** **$5000**

Please justify how each element of your budget enables you to meet the objectives of your Teaching Development Plan.

**Justifiable Eligible costs** for the Teaching Development Fund support include:

* Research Assistant (RA)
* Supplies, materials and equipment. **Please provide a letter from your department chair/head to explain why this is not considered part of a department's normal equipment purchases.**
* Dissemination and Travel Costs (Cannot be more than 10% of the total Budget)
* Other, as approved by the Teaching Centre Advisory Council

**Ineligible costs** for the Teaching Development Fund include:

* Release time for teaching
* Publication costs
* Equipment available to borrow through the Library, the applicant’s Department, or the Teaching Centre
* Administrative Assistant/Support Time

**-- Research Assistant --**

Please add an additional **15%** which will be added to your RA costs for vacation pay, CPP and EI. The Teaching Centre recommends the following pay scale for Research Assistants:

* **$13.60 - $18** for Undergraduate Students
* **$17.92 - $22** for Graduate Students

**NOTE:** Hiring a research assistant is not a mandatory requirement.  However if you do, and salaries are outside of the suggested ranges, please provide a rationale for the salary in the comment field below.

**Hours Anticipated**:

**Hourly Wage:  
RA Cost [(hours anticipated x hourly wage) x 1.15 = RA Cost]:**

**Comments:**

**-- Items --**

**Item 1:**  
**Cost:**  
**Comments:**

**Item 2:**  
**Cost:**  
**Comments:**

**Item 3:**  
**Cost:**  
**Comments:**

**Item 4:**  
**Cost:**  
**Comments:**

**Item 5:**  
**Cost:**  
**Comments:**

**Item 6:**  
**Cost:**  
**Comments:**

**Item 7:**  
**Cost:**  
**Comments:**

***Total Funding Requested*** *(maximum $5000):*

**Please take a moment to explain your budget:**

**Are there any other comments you feel are relevant to this project?**